Department of Health and Human Services

See reverse side for Privacy Act Notification Statement.

REQUEST FOR TITLE 38 PHYSICIANS AND DENTISTS PAY (PDP)

1. SPECIAL PAY REQUEST			2. ACTION REQUESTED	
Physician Dentist 3. EMPLOYEE INFORMATION			Recruitment_ Reter	ntion
	4110N			
Name				SN
Position Title/P.D. Number			· ·	
Organization (Agency/Cento	er/Division)			
	ıll Time Part Time	If part time, regul pay period	arly scheduled hours per	
4. CURRENT PAY INFO	RMATION			
Grade/Step			GS Base Pay	\$
Clinical Specialty/Board Certification				
Table #		Tier #	Current Market Pay	\$
			Total PDP	\$
Recruitment Incentive I	Retention Incentive	Relocation Incentive	3 R's Pay	\$
			Total Annual Compensa	ation\$
5. PROPOSED PAY INFO	ORMATION			
Table #		Tier#	Proposed Market Pay	\$
			Proposed Total PDP	\$
Recruitment Incentive I	Retention Incentive	Relocation Incentive	3 R's Pay	\$
		Proposed Total Annual C	Compensation	\$
6. REVIEWS AND APPROVALS				
Recommending Official (print name below)		Title & Signature		Date
Compensation Panel Chair (print name below) orNA		Title & Signature		Date
Approving Official (print name below)		Title & Signature		Date
Funds are available (print name below)		Title & Signature		Date
Personnel Review (print name below)		Title & Signature		Date
7. EFFECTIVE DATE				
nterim HHS-691 (E), 01/2006, CDC Adobe Acrobat 5.0 Electronic Version, 01/2006				
Attachments required:		Current CV PD	Board Certification Justification	

PRIVACY ACT NOTIFICATION STATEMENT

Request for Special Pay for Physicians and Dentists under Title 38, Section 7431-7438 (Form Interim HHS-691)

General -

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-593).

Authority for Collection of Information - P.L. 95-603, Executive Order 9379.

Purpose and Uses -

The principal purpose for collecting the information requested on the above mentioned form is to establish the terms under which an individual receives Special Pay under Title 38, Section 7431-7438. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service (IRS) for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for workman compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition. these records, or information, therefrom, may also be used within DHHS for study purposes, such as projection of staffing needs, and/or creation of nonidentifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Number -

Disclosure of the SSN is mandatory since it is the identifier used by the IRS and for the withholding of taxes from your salary. The use of the SSN is made necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate one to the other. In this regard, it is also used by the PHS to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure -

Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive Special Pay because payroll would be unable to process the necessary actions.